

## **FLATHEAD COUNTY EMERGENCY MEDICAL SERVICES MANAGER**

### **DEFINITION**

The mission of the Flathead County Emergency Medical Services Program is to provide excellent, efficient and well coordinated pre-hospital care to the citizens of Flathead County and its incorporated cities.

Under general supervision of the Director, Office of Emergency Services and in coordination with the County Medical Director and EMS Board, the EMS Manager provides leadership over the Emergency Medical Services program in Flathead County. With the assistance of OES, the County Medical Director and the County EMS Board, the EMS Manager will develop and manage a high performance EMS system of well trained providers, providing optimum levels of care, operating with economic efficiency and accountability to our patients and our community.

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

- 1) Provides management oversight to the county EMS program to include:
  - a) Personnel & Training
  - b) Budget and Finance
  - c) Quality Assurance & Run Reviews
  - d) Contract & Grant Management
  - e) Resource utilization, allocation and effectiveness
- 2) Assists pre-hospital units in the effective implementation of policies and procedures adopted by Flathead County EMS Board, the Montana Board of Medical Examiners (BOME) and the Montana Department of Public Health and Human Services (DPHHS).
- 3) Conducts field activities to evaluate program effectiveness as it relates to:
  - a) Response capabilities
  - b) Availability and use of durable and disposable medical goods
  - c) Quality assurance program outlined in the Flathead County EMS Regulations
  - d) EMS-related equipment and its use
  - e) EMS units' ability to perform effectively at the level of certification obtained
- 4) Makes recommendations to unit leadership
- 5) Serves as a lead instructor for county EMS training programs
- 6) Acts as liaison for the EMS Medical Director as requested
- 7) Will represent Flathead County EMS on a variety of committees at the state & local level

### **MINIMUM REQUIREMENTS**

#### **Education:**

Possession of a Bachelor of Science degree in Health Care/Applied Health Science from an accredited institution or equivalent education and experience.

Incumbent must be a licensed EMS provider in the State of Montana, or have National Registry EMS certification at any level and obtain Montana licensure within 6 months of employment.

Incumbent must have a lead instructor endorsement in Montana or obtain one within 1 year of employment.

**Experience:**

Minimum three years experience in a management position with successful, supervisory and budgetary oversight. Management experience in EMS is desirable.

**Knowledge, Skills and Abilities:**

**Knowledge of:**

- Leadership and management principles
- Effective communication methods
- Contract, budget and resource management methods
- Organizational & staff development processes
- Methods and procedures common in the provision of Emergency Medical Services.
- Basic and advanced life support equipment and supplies.
- Current State EMS protocols.
- Program planning and evaluation.
- Training methods and procedures.

**Ability to:**

- Lead and achieve complex objectives coordinating with politically, demographically and professionally diverse organizations
- Lead and manage working with elected officials, executive management and physicians as well as technician level responders
- Develop and maintain a cooperative working relationship with persons encountered in the course of work.
- Understand, interpret and explain laws, regulations and policies governing emergency medical services program operations.
- Assist with the development and implementation of operational procedures and protocols.
- Collect and analyze data to establish/identify needs and to evaluate program effectiveness.
- Communicate effectively, both verbally and in writing
- Plan, coordinate, and implement comprehensive programs
- Plan, coordinate and teach highly effective, targeted training programs

**SPECIAL REQUIREMENTS**

Possession of a Montana motor vehicle operator's license. Licensure must be kept current as a condition of continued employment.

Action  
Adopted  
Revised

Reference  
Commissioners' Minutes  
Commissioners' Minutes

Date  
08/11/09  
06/10/10